



DEPARTMENT OF THE NAVY
SMALL AND DISADVANTAGED BUSINESS UTILIZATION
WASHINGTON NAVY YARD
720 KENNON STREET, SE
WASHINGTON, DC 20374-5015

19 December 2000

MEMORANDUM FOR DISTRIBUTION

Subj: REPORTING REQUIREMENTS FOR SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU) PROGRAM GOALS

Ref: (a) Under Secretary of the Navy memo of 25 October 2000, Subject: Reappointment and Distribution of Office of the Secretary of Defense assigned Small and Disadvantaged Business Utilization Program Goals for Fiscal Year 2001

Reference (a) provided the Fiscal Year (FY) 2001 SADBU program goals for the Navy, and the assignment of these goals to each Head Contract Activity (HCA's). As stated in reference (a), the Navy SADBU goals are reapportioned based on the HCA's recommendations and supporting rationale. To support this activity, this office is initiating new reporting requirements. The reports will be required on a semi-annual basis until notified otherwise. The first report is due to this office on 1 May 2001, which shall utilize the SADBU program data at the end of the second quarter for the current FY. The second report is due on 15 January 2002 and shall utilize the final SADBU data statistics. These reports shall be due on these dates for each respective FY in the future.

The report shall follow the format below and address the following categories:

STATISTICS


Current FY Goal for each category
Year to Date (YTD) statistics for each category
Last FY YTD statistics for the same period
Prior FY goal
Prior FY Actual
Areas of concerns / issues about the statistics

ACQUISITION

Number of Acquisition Plans Reviewed
Number of Procurement Planning Conferences attended
Number of Request For Proposal (RFP) reviewed
Number of RFPs that include Small Business as an evaluation factor
(subcontracting past performance, Mentor-Protégé agreements, etc)

OUTREACH EVENTS

Events attended / hosted
Association meetings attended / speaker for
Special initiatives

Enclosure 
(2)

TRAINING

Internal / External Training Completed

MANAGEMENT BRIEFINGS

Dates / Participants / Issues

REVIEWS

Each HCA is REQUIRED to review 2 Prime Contractors per year
Subcontracting Plans
Field site reviews completed

RECOGNITION

Good / Bad News
Innovation
Risk taken / Lessons learned

SPECIAL ASSIGNMENTS / COMMITTEES

Provide specifics of special assignments

PENDING SIGNIFICANT PROJECTS

Provide specifics and status of projects

The information / data collected from this report will be utilized to assist this office in the negotiation process with DOD in the assignment of SADBUs program goals to the Navy, justify the SADBUs goals assigned to the HCA's, and reduce data calls for program information. This office will also utilize this report to recognize outstanding program and individual achievement with periodical and annual awards.

Questions concerning the goal assignments or this reporting requirement should be directed to Mr. Glenn Delgado of my staff at 202-685-6485.


Nancy Tarrant
Director

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